SIS 2000+ Training Manual

Preparing to use the Cafeteria Module – Cafeteria Settings

Purpose

Prior to using the Cafeteria module to process food line transactions, it must be configured to meet the needs of the individual food line. These settings are retained. After initial setup you will only need to access Cafeteria Settings if you need to modify the performance of a food line. Cafeteria Settings are not associated with the POS Configuration (since more than one food line may use a configuration). Settings are associated with the Cash Drawer selected during Cafeteria login.

Training Objectives

For each food line:

Customize Cafeteria Settings
   Define: Display Balances
        Auto Serve
        Auto Save
        Deficit Balances
        Low Balance alarm
        Window Position Lock
        Allow ala Carte Charging

Understand how each Setting affects the performance of the Food Line

Accessing Food Service Cafeteria

From the SchoolNet Main Menu, click on the Food Service Menu. From the Food Services menu click on the **Cafeteria** button (or Alt-C on the keyboard).

For further information refer to Help:

Available through the NeTel website at:
http//www.netel.com/webdoc/default.htm

Tasks

Cafeteria login

Select POS site
Select Cash Drawer
Confirm Date to Process
Click on the **OK** button

Open Cafeteria Settings

Click on the **Settings** Menu

Complete each **Setting**:

Set Display Balances

Set to 'Yes' or 'No'
This setting controls whether or not the consumer Account *Balance Forward* and *Ending Account Balance* are displayed during line entry. The **Meals Remaining** field remains displayed regardless of the Display Balances Setting.

> Note: The **Meals Remaining** figure for **Free** students counts down automatically, based upon actual usage, with user-defined countdown from/to numbers

Set Auto Serve

This setting selects a meal item as *default* service item for this line. When a consumer is identified, the default service item is automatically "served". Default Service should be set if AutoSave is turned ON.

Set AutoSave

Setting to ON automatically saves the default meal and clears the screen in readiness for the next transaction.

> **Advantages:**
> Fastest method of food line processing. Appropriate for single item food lines that do not routinely accept payment in line
> **Disadvantages:**
> Consumer must be re-scanned or Consumer ID number re-entered if:
> 1. A payment is being made in line
> 2. The transaction includes more than the default meal or is other than the default meal

Setting to OFF requires you to press **Enter** to move the focus to **Save**, and then press **Enter** again to **Save** and clear screen

> **Advantages:**
> 1. Allows control over the speed of the transaction. Suggested for first-time users
> 2. Allows additional meal or ala Carte items to be added to the transaction more easily
> 3. Allows payments to be recorded during the transaction more easily

> **Disadvantages:**
> 1. Transactions require a little more time to process

Set Deficit Balances

The Deficit Balances setting offers several different methods of handling accounts with a balance of less than the amount of one meal.

Set to *Ignore* if Auto Save is 'Off'

Choose from the remaining settings if Auto Save is 'On'. . Accounts with enough funds to pay for this meal, and accounts for Free students will save and clear automatically.
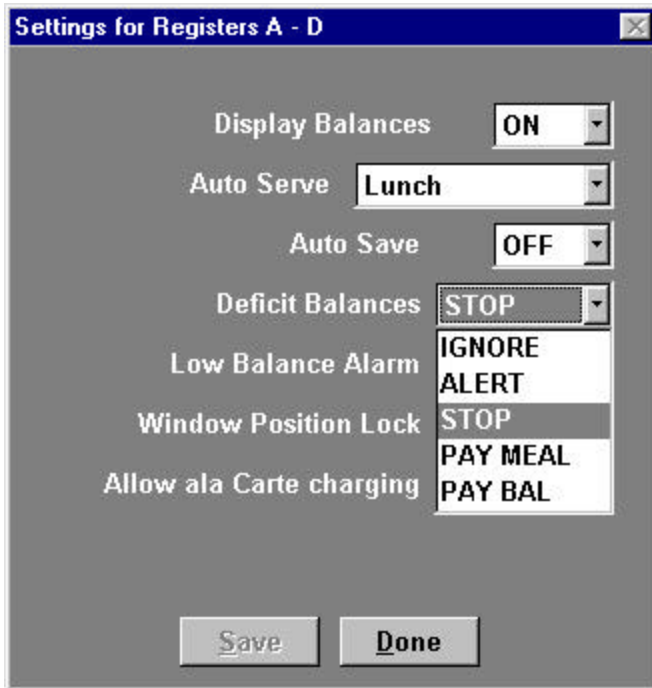

Fig. 1 – Cafeteria Settings, Deficit Balances

IGNORE
Disregards the account balance and proceeds with the transaction

ALERT
The transaction is halted and an alert states that this account has "-1 (for example) meals remaining, serve anyway?" A Yes/No response is required to clear the alert and serve this consumer or to cancel the transaction

STOP
No alert is displayed. The transaction is halted and the focus is placed on the Payments field. You have the option of:

1. Save the transaction without recording a payment
2. Record a payment and save the transaction
3. Click on the **Reset** button to cancel the transaction

Set Deficit Balances (continued)

PAY MEAL
The transaction is halted and the focus is placed on the Payments field. The Payments field contains a *default payment* in the amount of *one meal* for this consumer. You have the option of:

1. Accept this default payment amount by pressing Enter, then press Enter again to save (or click on the **Save** button).
2. Zero-out the default payment and save without recording a payment
3. Click on the **Reset** button to cancel the transaction.

Set PAY BAL
The transaction is halted and the focus is placed on the Payments field. The Payments field contains a *default payment* in the amount of the *account bal*ance for this consumer. You have the option of:

1. Accept this default payment amount by pressing Enter, then press Enter again to save (or click on the **Save** button).
2. Zero-out the default payment and save without recording a payment
3. Click on the **Reset** button to cancel the transaction

Low Balance alarm

Settings may be **Off**, **1**, **2** or **3**

Set to Off to disable the alarm

1, **2**, or **3**
When an account balance reaches the minimum amount (specified by the setting, and based upon the account balance divided by the meal cost for this person), an alert notifies that there is "1" (2 or 3) meals remaining for this account. The **OK** button must be selected to continue.

The Low Balance Alarm does not apply to free students

The Low Balance Alarm is not triggered by deficit accounts (less than zero) unless Deficit Balances is set to **Ignore**

Advantages:
Allows you to notify the student that their account balance is low and that they should bring payment. This is helpful for schools that do not allow account charging

Disadvantages:
Slows the food line

Set Window Position Lock

Settings are **On** and **Off**
Window Position Lock should be set to **ON** for food lines using the touch screen terminal. The ON setting prevents the Cafeteria screen from being accidentally moved off-center on the touch screen.

Allow ala Carte Charging

Settings are **YES/NO/ASK**

> **YES** allows ala Carte charging to account
>
> **NO** evaluates each account to determine if sufficient funds are present to cover ala Carte items present in the transaction. If sufficient funds are not present, an alert states "Insufficient funds for this item." Click **OK** to cancel this transaction.
>
> **ASK** evaluates each account to determine if sufficient funds are present to cover ala Carte items present in the transaction. If sufficient funds are not present, an alert states "Insufficient funds for item". Choose from **Cancel** or **Allow**.
>
> **Advantages**:
> Prevents ala Carte charging
>
> **Disadvantages**:
> Slows the food line
>
> Click on the **Save** button to store Settings
> Click on the **Done** button to exit Settings and return to the Cafeteria screen

Remember, Cafeteria Settings are associated with the _Cash Drawer_. Settings are retained.